



Illinois Department of Financial and Professional Regulation
Division of Real Estate

Bruce Rauner
Governor

Bryan A. Schneider
Secretary

Kreg T. Allison
Director
Division of Real Estate

January 18, 2017

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

License number: [REDACTED]

Dear [REDACTED], Managing Broker:

Our office has reviewed your completed *Brokerage Verification Report*. Based upon your responses in this report, I am requesting the following documentation to proceed with your examination. Please provide a copy of this letter along with copies of the following items by **February 1, 2017**.

Correspondence should be directed to my attention at the Illinois Department of Financial and Professional Regulation, Division of Real Estate, 320 W. Washington Suite 382, Springfield, IL 62786. It is preferred that you respond by e-mail (richard.wright@illinois.gov) or facsimile (217-524-1863). Please do not send your original documents.

- PHOTOGRAPH OF SIGNAGE OR BUILDING DIRECTORY
- COPY OF THE CURRENT LICENSE OF EACH LICENSEE LOCATED AT THIS OFFICE INCLUDING THE LLC LICENSE
- EMPLOYMENT AGREEMENT FOR THE FOLLOWING SPONSORED LICENSEE(S):
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- LIST THE NAMES, PERCENTAGE OF OWNERSHIP AND LICENSE NUMBER OF ALL SHAREHOLDERS AND/OR ANYONE WITH AN OWNERSHIP INTEREST
- FOUR CURRENT OR MOST RECENT ACTIVE/PENDING/EXPIRED/CANCELLED/CLOSED PROPERTY MANAGEMENT AGREEMENTS DURING THE LAST 3 YEARS (*Include property management agreements, 1 lease corresponding to each management agreement, any applicable listing agreements and purchase contracts, disclosures, data sheets, advertising, current MLS sheets, change forms and receipts for escrow*)
- ADVERTISEMENTS (*Provide all applicable*):
 - ADVERTISEMENTS RELATING TO THE ABOVE TRANSACTIONS
 - BUSINESS CARDS
 - FLYERS
 - NEWSPAPER
 - TELEPHONE DIRECTORY LISTING
 - WEBSITE ADDRESS
 - PHOTO OF YARD SIGN
- CLOSED TRANSACTION WHEREIN YOU OR A SPONSORED LICENSEE HAS A DIRECT OR INDIRECT INTEREST IN THE PROPERTY SINCE YOUR EXAMINATION. (*Include listing agreements, buyer/broker agreements, property management agreements, lease agreements, purchase contracts, disclosures, data sheets, advertising, current MLS sheet, change forms and receipts for escrow*).
- POLICY AND PROCEDURES ESTABLISHED BY THE SPONSORING BROKER
- DESCRIPTION OF TRAINING PROGRAM FOR LICENSEES AND UNLICENSED ASSISTANTS

If you have any questions, you may contact me at 217-993-1638. Thank you for your cooperation in this matter.

Sincerely,
Richard Wright
Richard Wright
Real Estate Professions Examiner